

# EEOP Utilization Report



Wed Sep 25 12:02:30 EDT 2013

## Step 1: Introductory Information

<b>Grant Title:</b>	BJA FY 13 Second Chance Act Technology Career Training Program for Incarcerated Adults and Juveniles	<b>Grant Number:</b>	2013-RV-BX-0002
<b>Grantee Name:</b>	Massachusetts Department of Correction	<b>Award Amount:</b>	\$614,859.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	50 Maple Street, Suite 3 Milford, Massachusetts 02324		
<b>Contact Person:</b>	Natalya Pushkina	<b>Telephone #:</b>	978-405-6691
<b>Contact Address:</b>	965 Elm Street Concord, Massachusetts 01742		
<b>DOJ Grant Manager:</b>	Dobrzanska, Ania	<b>DOJ Telephone #:</b>	202-353-2155

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### Policy Statement:

The Massachusetts Department of Correction (DOC) prohibits discrimination in employment on the basis of race, color, religious creed, national origin, ancestry, sex, sexual orientation, Vietnam Era Veteran status, age and disability.

Under the legal authority of: Massachusetts General Laws Chapter 151 B; Executive Order 526; the Equal Pay Act of 1963; Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; the Equal Employment Opportunity Act of 1972; the Civil Rights Act of 1992; Section 504 of the Rehabilitation Act of 1973; the Americans With

Disabilities Act of 1990; the Family and Medical Leave Act of 1993, DOC Commissioner commits himself and all DOC employees, within the context of these laws, to ensure equitable participation of minorities, women, Vietnam Era Veterans and persons with disabilities in all of its daily operations.

This policy applies to all employment practices and employment programs sponsored by this agency. The Agency shall review, investigate, and where necessary, initiate changes in its processes relative to facilities and programs accessible to the public, including the provision of reasonable accommodation for persons with disabilities. This policy shall also apply to the areas of recruitment, selection, promotions, termination, transfers, layoffs, compensation, training, benefits, reasonable accommodation, and other terms and conditions of employment.

It is the mission of the Massachusetts Department of Correction to create a workplace that reflects the diversity of the Commonwealth and all its citizens. We will endeavor to maintain the objectives of Executive Order 526, as well, state and federal Equal Employment Opportunity regulations.

## **Step 4b: Narrative Underutilization Analysis**

DOC Office of Diversity makes the following comments:

The DOC Human Resources does not track bi-racial individuals.

In the area of Officials/Administrators and Professionals Asian males show under representation. This can be contributed to the extremely low numbers of applicants or pool of candidates of Asian descent.

DOC has done extensive outreach to females particularly in the Protective Sworn Officers and Officials of Asians taking the Civil Service Exam.

With regards to women in the Professionals category there has been consistent and significant increase of new hires.

The underutilization of Latino males in the area of Protective Service may be contributed to strict civil service rules.

However, DOC has requested permission to use the Personnel Administrator Rule to access use of the Minority and Women Civil Service lists for academy classes.

Regarding the under representation of White males in the area of Administrative Support is largely attributed to lack of such applicant pool in the area of clerical, administrative support.

In FY13- 4th Quarter we saw a decrease in voluntary terminations within our female and disable population. The decrease for females was 5% and 1% for persons with disabilities. Career personnel leave the DOC because of factors that exist both within and outside the DOC and control of its managers. External factors, such as changes in lifestyles, family demands and other social responsibilities affect the attitudes of career personnel towards their jobs. We will continue to use innovative methods to recruit the under represented groups. Here are some additional measures we intend to take: Hold job information workshops in targeted communities and send letters to colleges, universities, community.

The last approval for use of the PAR 10 Civil Service List was 10/2011 of FY12. We have put in a request and are still waiting approval for use of either PAR 10 or PAR 8 for women, minorities or those with bi-lingual abilities.

## **Step 5 & 6: Objectives and Steps**

### **1. Identify the barriers in recruitment that might deter Hispanics, Asians and African American males and females applying for entry level Protective Sworn, Officials/Administrators and Professionals.**

- a. The DOC will identify a team within the Commissioners Diversity Advisory Council to assist in revising the Hiring Policy to identify best practices utilized to diversify the public workforce including newly created exit interviews that would provide data for recruiting and retaining members of protected groups.
- b. The DOC will target outreach efforts by developing partnerships with community organizations working in minority and disadvantaged communities in order to get their feedback for identifying challenges and opportunities for revising and improving outreach activities that best serves potential minority candidates.

### **2. Target members of protective groups such as Hispanics, Asians and African Americans in all recruitment efforts**

- a. The DOC will offer Civil Service Prep workshops at no cost in minority and disadvantaged communities prior to the Civil Service Exam dates.
- b. The DOC Recruiter will attend various Diversity Job fairs and community employment forums statewide with emphasis on veterans, disabled, Latino, Asian and African American communities.
- c. The DOC Director of Diversity will partner with the Federal Diversity Group and other recruiters representing diversity concerns this fiscal year to increase efforts and recruiting opportunities.
- d. In order to attract women and other members of protected classes the Job Shadow Program will be offered this fiscal year to college students from area colleges and universities majoring in criminal justice as well High School Seniors.

## **Step 7a: Internal Dissemination**

1. Include a bound copy of the 2013 updated EEOP Short Form among the materials displayed in the lobby of the Massachusetts Department of Correction (DOC) Human Resources Office and DOC Office of Diversity.
2. Distribute a hard copy of the 2013 updated EEOP to all DOC employees in a supervisory position.
3. Send an e-mail memorandum to all employees, to let them know that a copy of the 2013 updated EEOP Short Form is available on request.
4. Post a copy of the 2013 updated EEOP Short Form on the DOC Intranet page, an in-house electronic communication network.

#### **Step 7b: External Dissemination**

1. Send the copy of the 2013 updated EEOP Short Form to the Massachusetts Executive Office of Public Safety and Security (EOPSS).
2. Request the posting of a copy of the 2013 updated EEOP Short Form on the EOPSS/DOC public website.
3. Include on all job announcements for DOC positions that applicants may obtain a copy of the DOC 2013 updated EEOP Short Form on request.
4. Notify all contractors and vendors that do business with the DOC that a copy of the DOC 2013 updated EEOP Short Form is available on request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Massachusetts**

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
	Workforce #/%	103/46%	4/2%	5/2%	0/0%	1/0%	0/0%	0/0%	0/0%	99/44%	5/2%	5/2%	1/0%	0/0%	0/0%	0/0%
	CLS #/%	241,015/51%	7,915/2%	7,340/2%	190/0%	11,660/2%	0/0%	1,175/0%	1,220/0%	171,985/37%	8,140/2%	7,735/2%	190/0%	9,040/2%	55/0%	1,655/0%
	Utilization #/%	-5%	0%	1%	-0%	-2%	0%	-0%	-0%	8%	1%	1%	0%	-2%	-0%	-0%
Professionals																
	Workforce #/%	507/57%	22/2%	46/5%	0/0%	3/0%	0/0%	0/0%	0/0%	266/30%	8/1%	23/3%	1/0%	6/1%	0/0%	0/0%
	CLS #/%	290,475/37%	11,425/1%	13,705/2%	330/0%	36,855/5%	145/0%	2,215/0%	2,250/0%	360,035/46%	15,575/2%	16,365/2%	380/0%	28,185/4%	70/0%	3,235/0%
	Utilization #/%	20%	1%	3%	-0%	-4%	-0%	-0%	-0%	-16%	-1%	1%	0%	-3%	-0%	-0%
Technicians																
	Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	33,550/33%	2,520/2%	2,235/2%	85/0%	3,960/4%	0/0%	429/0%	360/0%	46,810/46%	2,850/3%	4,105/4%	15/0%	3,270/3%	45/0%	300/0%
	Utilization #/%	17%	-2%	-2%	-0%	-4%	0%	-0%	-0%	4%	-3%	-4%	-0%	-3%	-0%	-0%
Protective Services: Sworn-Officials																
	Workforce #/%	810/82%	25/3%	54/5%	3/0%	1/0%	0/0%	0/0%	0/0%	84/8%	4/0%	10/1%	1/0%	0/0%	0/0%	0/0%
	CLS #/%	42,485/72%	2,805/5%	4,265/7%	90/0%	730/1%	35/0%	275/0%	565/1%	6,285/11%	630/1%	990/2%	15/0%	130/0%	0/0%	40/0%
	Utilization #/%	10%	-2%	-2%	0%	-1%	-0%	-0%	-1%	-2%	-1%	-1%	0%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
	Workforce #/%	2095/74%	161/6%	204/7%	4/0%	37/1%	0/0%	0/0%	0/0%	264/9%	22/1%	42/1%	1/0%	6/0%	0/0%	0/0%
	Civilian Labor Force #/%	98,460/43%	24,405/11%	9,200/4%	270/0%	3,990/2%	25/0%	1,804/1%	2,615/1%	57,780/25%	16,510/7%	8,140/4%	245/0%	4,045/2%	40/0%	1,230/1%
	Utilization #/%	31%	-5%	3%	0%	-0%	-0%	-1%	-1%	-16%	-6%	-2%	-0%	-2%	-0%	-1%
Protective Services: Non-sworn																

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	34/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,490/32 %	240/3%	120/2%	4/0%	50/1%	0/0%	54/1%	30/0%	3,575/47 %	560/7%	335/4%	0/0%	70/1%	0/0%	105/1%	55/1%
Utilization #/%	68%	-3%	-2%	-0%	-1%	0%	-1%	-0%	-47%	-7%	-4%	0%	-1%	0%	-1%	-1%
Administrative Support																
Workforce #/%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	179/86%	10/5%	15/7%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	252,980/3 0%	20,380/2 %	16,730/2 %	275/0%	11,850/1 %	95/0%	1,925/0%	1,920/0%	437,560/5 3%	34,125/4 %	27,530/3 %	770/0%	17,215/2 %	190/0%	3,725/0%	4,280/1%
Utilization #/%	-30%	-2%	-2%	-0%	-1%	-0%	-0%	-0%	34%	1%	4%	-0%	-1%	-0%	-0%	-1%
Skilled Craft																
Workforce #/%	54/90%	1/2%	47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	195,560/8 1%	16,380/7 %	6,675/3%	430/0%	4,315/2%	10/0%	1,510/1%	2,990/1%	9,660/4%	1,570/1%	760/0%	25/0%	1,560/1%	0/0%	160/0%	185/0%
Utilization #/%	9%	-5%	4%	-0%	-2%	-0%	-1%	-1%	-4%	-1%	1%	-0%	-1%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	17/68%	2/8%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	284,345/3 8%	62,640/8 %	31,615/4 %	730/0%	18,535/2 %	140/0%	3,475/0%	7,115/1%	234,045/3 1%	47,670/6 %	33,945/5 %	745/0%	18,230/2 %	100/0%	3,495/0%	6,995/1%
Utilization #/%	30%	-0%	8%	-0%	-2%	-0%	-0%	-1%	-19%	-6%	-5%	-0%	-2%	-0%	-0%	-1%

**Significant Underutilization Chart**

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators													✓			
Professionals					✓				✓	✓			✓			
Protective Services: Sworn-Officials		✓	✓		✓		✓	✓	✓	✓						
Protective Services: Sworn-Patrol Officers		✓					✓	✓	✓	✓	✓		✓		✓	✓
Protective Services: Non-sworn									✓							
Administrative Support	✓	✓	✓													

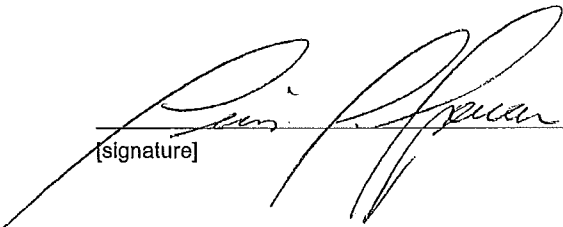
# Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Superv. ID Agent																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	73/85%	1/1%	4/5%	0/1%	1/1%	0/0%	0/0%	0/0%	67%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Correction Officer/Chef																
Workforce #/%	18/82%	2/9%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Correction Officer III																
Workforce #/%	205/88%	4/2%	8/3%	1/0%	0/0%	0/0%	0/0%	0/0%	14/6%	0/0%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Correction Officer II																
Workforce #/%	513/79%	18/3%	40/6%	2/0%	0/0%	0/0%	0/0%	0/0%	64/10%	4/1%	7/1%	1/0%	0/0%	0/0%	0/0%	0/0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	2095/74%	161/6%	204/7%	4/1%	37/1%	0/0%	0/0%	0/0%	264/9%	22/1%	42/1%	1/0%	6/0%	0/0%	0/0%	0/0%



I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

	Commissioner	10/16/13
[signature]	[title]	[date]